



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-88  
Web-site: <http://www.tte.delhigovt.nic.in>

**Closing Date: 15/10/2013 up to 17.30 Hours**

**“Recruitment for the post of Trainer/faculty on contract basis for the World Class Skill Centre at Delhi in collaboration with Institute of Technical Education (ITE) Government of Singapore”**

The applications are invited from eligible Male and Female candidates for recruitment/filling up the post of Master Trainers on contractual basis for imparting the training at **World Class Skill Centre** set up in collaboration with Government of Singapore at Jonapur, South Delhi. The centre at Vivek Vihar, East Delhi with the two courses (Hospitality Operations and Retail Services) and would shift to permanent campus after it is built up at Jonapur, South Delhi. The eligible and willing candidates can apply on the prescribed format.

No. of posts & discipline

S.N.	Name of post	No. of posts	Discipline
1.	Master Trainer	14	Hospitality operations
2.	Master Trainer	13	Retail Services

The Post of Master Trainer/Faculty requires for Hospitality Operations & Retail Services will be filled up purely on contract basis for a period of one year (extendable for three years) on a monthly consolidated remuneration of **Rs. 75,000/- per month**.

The reservation for SC/ST/OBC & PH candidates would be as per the guidelines of Government of NCT of Delhi. Number of posts may vary without further notification. The candidates presently working in State/central Government/Public Sector Undertaking (PSU)/ Autonomous Bodies may also apply on deputation basis through proper channel with advance copy to the addressee.

The format of application form, Educational/ Technical Qualifications requirement, Work experience and desirable qualification, are available on the Department's website: <http://www.tte.delhigovt.nic.in> (under what's new link).

The application should reach positively by **15/10/2013 up to 17.30 hours** at the address given below (the department will not be responsible for any postal delay) and it should be clearly mention on the top of the envelope **“Application for the post of Master Trainer for World Class Skill Centre at Delhi”** .

To

The Secretary  
Department of Training & Technical Education,  
Muni Maya Ram Marg, Near TV Tower,  
Pitam Pura, Delhi-110088

Sd/-  
(Dr.DPS Verma)  
Project Director  
(World Class Skill Centre)

**Skill that shapes the World**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-88  
Web-site: <http://www.tte.delhigovt.nic.in>**

**Date of issue : 15/09/2013    Closing Date: 15/10/2013 up to 17.30 Hours**

**APPLICATION FORMAT FOR RECRUITMENT OF TRAINERS ON CONTRACTUAL  
BASIS FOR WORLD CLASS SKILL CENTRE AT DELHI IN COLLABORATION WITH  
ITE SINGAPORE, GOVT. OF SINGAPORE**

To  
The Secretary  
Department of Training and Technical Education,  
Muni Maya Ram Marg, Near TV Tower, Delhi-110088

Paste a latest  
colored pass post  
size photograph in  
front pose only

1. Advertisement No. /ref No. ....Dated:.....

2. Post applied for:.....

3. Full Name of candidate (in capital letters):.

4. Father's Name:.....

5. Mother's Name:.....

6. Date of birth : 

--	--	--	--	--	--	--	--

In words:.....

Age as on 1<sup>ST</sup> January 2013:.....

7. Blood Group:.....

8. Marks for identification:.....

9. Nationality:.....

10. Religion .....

11. Marital Status:.....

12. Sex :.....Male/Female.....

13. Category: .....**Gen/SC/ST/OBC/PH/Ex-serviceman**.....

#### 14. Qualifications:

(a) Academic Qualification:

S.N.	Year of passing with duration	Board/University/Institute	%age of marks with division	Subjects	remarks

(b) Professional qualifications:

S.N.	Year of passing with duration	Board/university/institute	%age of marks with division	Subjects	remarks

#### 15. Experience:

(a) In Industry (Practical):

S.N.	duration			Name of Organization/ department	Position held	Nature of duty	Last Salary drawn	Remarks
	From	To	period					

(b) In Institute (Teaching):

S.N.	duration			Name of the department /organization	Post held	Nature of duty, subject taught	Last Salary drawn with pay-band & GP	Remarks
	From	To	period					

(c) Professional Trainings / Programmers/Courses attended during service:

S.N.	Duration			Name of Institute at where training attended	Name of training/ programme	Remarks
	From	To	period			

**16. In case of serving employee:**

Name of the organized where employed	Designation	Date of appointment	Address of employer

**17. Awards & Achievement**


**18. Languages**

Language	Spoken	Written
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)

**19. Reference**

Name of referee	Company/Title	No. of Years applicants Known to referee	Contact No

**20. Correspondence address:**

House No ..... Village/Mohalla/colony/sector.....Tehsil.....

Police station..... District /city.....State.....

Pin code:.....

Ph.no..... (M)..... E-mail ID.....@.....

**21. Permanent address:**

House No ..... Village/Mohalla/colony/sector.....Tehsil.....

Police station..... District /city.....State.....

Pin code;.....

**22. What Qualities differentiate you from a well-qualified individual in similar roles?**

..... (Please attach write up as annexure-21)

**23. Please describe an innovation/new teaching techniques/new approach that enables students to learn better:** .....(Please attach write up as annexure-22)**24. Brief Note about yourself :**.....( Please attach write up as annexure-23)

**Note: - For Sl.no.21, 22, 23 the write up should be in applicants own handwriting and each write up should not be more than 200 words.**

**25. Number of enclosures.....**

Sl. No.	Details of the Enclosure	Tick (v)
1.	Master's Degree	
2.	Bachelor's Degree	
3.	12 <sup>th</sup> Mark sheet	
4.	12 <sup>th</sup> Certificate	
5.	10 <sup>th</sup> Mark sheet	
6.	10 <sup>th</sup> Certificate	
7.	Experience Certificate	
8.	Any Other Certificate	
9.	Caste/PH/Ex-Serviceman Certificate	
10.	Annexure 21	
11.	Annexure 22	
12.	Annexure 23	

**Declaration in your own hand writing:**

I, ..... S/o, W/o, D/o .....hereby declare that all the statements made in this application are true, complete and correct. In the event of any information being found false or incorrect or myself being not eligible in terms of eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any notice.

.....  
.....  
.....  
.....  
.....  
.....  
.....

(Signature of applicant)

Dated:.....

Place:.....

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088**  
[WORLD CLASS SKILL CENTRE IMPLEMENTATION UNIT]

Detailed terms & conditions for candidates (candidates must read before filling up the application form)

**1. Number of posts & discipline:**

S.N.	Name of post	No. of posts	Discipline
1.	Master Trainer	14	Hospitality operations
2.	Master Trainer	13	Retail Services

**2. Remuneration/honorarium:** The selected candidates shall be paid a lump sum amount of Rs. 75000/- per month.

**3. Contract:** the contract shall be initially for one year which is extendable for three years subject to performance of the candidate. Candidates before joining shall sign a contract with DTTE on prescribed terms and conditions.

**4. Qualifications:** the candidates should have minimum qualifications as mentioned below:

**a) For Candidates applying in Retail Merchandising**

- I. Graduation in Sales & Marketing
- II. Minimum Three (03) Years of experience in retail Merchandising (at least one year should be in teaching)

**Desirable:**

- I. Fluency in English – able to communicate in English (both Written & spoken)
- II. Proficient in IT Skills- (able to use and operate) MS-Word, Excel and Power Point etc.

**b) For candidates applying in Hospitality**

- I. B. Sc. in Hotel Management
- II. Having Three (3) Years of industrial experience (at least one year should be in teaching)

**Desirable:**

- I. Fluency in English – able to communicate in English (both Written & spoken)
- II. Proficient in IT Skills- (able to use and operate) MS-Word, Excel and Power Point etc.

**5. Conditions for recruitment:**

- I. before applying candidates should ensure that he/she fulfills the eligibility norms
- II. Selected candidates will be utilized by the administration for imparting the training at World Class Skill Centre as faculty.
- III. Recruited candidates will be posted anywhere in Delhi.

**6. Serving candidates:** The candidates who are working in any government or public sector undertaking should send the application form through proper channel of the concerned departments. The candidates should submit the application well in advance so that after being forwarded by the department, it reaches in office before the due date i.e. before the closing date.

**7. How to apply:** Application shall be submitted on A-4 size quality white paper and should be in conformity with the format given in this notice. Candidates are advised to ensure that the application is legible, written in their own handwriting only one side of the paper, dated and signed. Use only international numerals (1,2 etc). The candidate must put his/her normal signature in running script on the application form at specified place.

**8. Photograph:** one recent passport size photograph with clear front view of the candidate in normal attire without cap/sunglasses/wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph and two photograph containing name and address on back to be firmly attached to the application form.

**9. Enclosures:**

- i. All the enclosures should be firmly attached along with the complete application form ( if the certificates are in a language other than English/Hindi attested translation in English /Hindi should also be attached)
- ii. Self attested copies of the certificates in support of age, caste, educational qualification, experience, and caste certificate should be closed along with the application form.
- iii. Self addressed Envelope (size 9" x 5" approx) with affixed postal stamps of INR 35/- (Thirty five only).

**10. To whom apply:** The application complete in all respect along with all enclosures duly attached should be sent in a covered address to the **Secretary, Department of Training and Technical Education, Muni Maya Ram Marg, near TV Tower, Pitam Pura, Delhi-110088**. The applications sent through registered post/speed



post or courier will not be acknowledged. The envelope containing the application should clearly be super scribed as **“Application for the post of Master Trainer for World Class Skill Centre at Delhi”**

- 11. Invalid application:** application of the candidates having any of the following discrepancies or irregularities will be summarily rejected.
  - i. Application which is incomplete or illegible or unsigned or not in prescribed format as given in this employment notice.
  - ii. Application without requisite documents.
  - iii. Application which are not in English language
  - iv. Application without self attested copies of certificates in proof of ge, educational qualification, community (where applicable )
  - v. Application without support of attested translated copies of the certificates which are in a language other than Hindi/English.
  - vi. Application without signed/attested photograph affixing on prescribed place.
  - vii. Application received after closing date will not be entertained.
- 12. Final Decision:** The decision of the Department of Training and Technical Education in all matters relating to eligibility acceptance or rejection of the application, penalty for false informations, and mode of selection will be final binding on the candidates and no enquiry or correspondence will be entertained by FTTE in this connection. DTTE reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection/appointment of the candidate, if he does not fulfill the conditions specified in the notification.
- 13.** The DTTE reserves the right to rectify inadvertent error, omission, if any.
- 14.** List of rejected candidates and considered candidates will be uploaded on the department website [www.ttedelhigovt.nic.in](http://www.ttedelhigovt.nic.in) and no other intimation of rejection would be communicated.

Sd/-  
(Dr. DPS Verma)  
Asst. Director Trg.  
World Class Skill Centre